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19 February 1954

MEMORANDUM FOR: Deputy Director (Plans)
 Acting Deputy Director (Intelligence)
 Assistant Director for Communications
 Assistant Director for Personnel
 Director of Training
 Director of Security

SUBJECT : Briefings for Mr. Taber, Chairman, House Appropriations Committee.

1. We have been advised by the Chairman of the House Appropriations Committee that he, accompanied by the Acting Chief Clerk of the Committee, Mr. Kenneth Sprankle, would like to visit CIA sometime soon. The exact details of the length and specific purpose of Mr. Taber's visit are not known at this time. However, it is assumed that general briefings, with emphasis on the budget, will be in order.

2. The Deputy Director (Plans), Acting Deputy Director (Intelligence), Assistant Director for Communications, Assistant Director for Personnel, Director of Training, and Director of Security are requested to be prepared to participate in these briefings according to the time allocations indicated below:

DD/P - 1 hr.

D/TRG - 10 min.

DD/I - 45 min.

AD/P - 10 min.

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AD/C - 10 min.

D/SEC - 10 min.

DD/A - 15 min.

3. It is suggested that the presentations include brief descriptions of the organization and functions of the components being discussed with specific examples of how each one contributes to the intelligence effort. The Comptroller will be present to provide answers to budgetary and financial questions. However, it is considered desirable that individuals giving the briefings be prepared to answer general questions as to the costs of major programs.

4. It is possible that we may have to arrange these briefings within a few hours notice. Further details will be furnished as soon as we know them.

/s/

L. K. WHITE
 Acting Deputy Director
 (Administration)